

<p align="center">COUNTY OF CHESTERFIELD CHESTERFIELD, VIRGINIA ADMINISTRATIVE PROCEDURES</p> <p>SUBJECT: ATHLETIC FIELD ASSIGNMENTS AND MAINTENANCE PROCEDURES</p>	<p>POLICY NUMBER 09-201</p>	<p>Page 1 of 3</p>
	<p>SUPERSEDES 06-201</p>	<p>DATE ISSUED</p>
	<p>AUTHORIZATION</p>	

Policy:

It shall be the policy of the Chesterfield County Parks and Recreation Department to assign and maintain athletic fields for cosponsored groups for regular season and tournament play.

Procedure:

1. Athletic Facility Assignments

- A. The Athletic Sports Manual will be presented each year at the Parks and Recreation Advisory Commission Meeting. Athletic leagues, associations, groups or individuals will be oriented on new or existing policies and procedures, maintenance standards and facility opening/closing dates.
- B. In the sports manual, leagues will find a cosponsored facility allocation timeline, this timeline will follow the Activity Period Process from proposed changes in activity period values, draft of assignments, public hearings and final allocations
- C. At the end of the Activity Period Process, Parks and Recreation shall forward a final allocation of facility assignments to each organization informing them of the facilities and hours of use which have been approved for their league prior to the start of their practice season
- D. The order of priority for facility allocation procedures is as follows:
 1. Sponsored by Parks and Recreation
 2. Category A groups
 3. Category B groups
 4. Category C groups
 5. County Functions
 6. Non-profit groups in the county

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- E. The Athletic Manager or designee will be responsible for all administrative work relevant to acquiring school facilities for practice and games. This is to be coordinated only with league presidents/commissioners or their designees.
- F. It is to be understood that all school facilities are to be excluded from league use unless the principal of the school grants permission to use the facility.
- G. It is the league's responsibility to establish game and practice Schedules for member associations based on facility time provided by the department. Final league schedules shall be submitted at least two weeks prior to the start of any season so that school and parks maintenance schedules may be completed.
- H. When there are any rescheduled games (due to inclement weather, etc.), the league must first inform the Athletic Section of the proposed rescheduled dates to avoid scheduling conflicts. This information must be received by the department by noon on the Wednesday before the scheduled game(s).
- I. Groups utilizing county facilities are not allowed to vend food, drink, or any items at any site without obtaining permission from the Parks and Recreation Department. Groups are not to sublease their facilities without the permission of the Parks and Recreation Department.

2. Rain-outs

- A. Parks Division staff will determine baseball/softball field conditions for class I and II facilities and notify the Athletic Section of the conditions by 3:30 p.m. during normal business hours. Athletic staff will be responsible for updating 748-1001 Field Closing Hotline by 4 p.m. for weekday play. The Adverse Weather Hotline will not be updated during weekday holidays and weekends. Athletic leagues and associations will be held accountable for determining playing conditions on soccer, football and Class III baseball fields unless otherwise directed by the Parks and Recreation Department.

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3. Facility Schedules

- A. The Athletic Section will distribute schedules: one copy to each Chief of Park Operations and Copies to Park District and copies to Park District Superintendents as appropriate.
- B. The Athletic Section schedules are distributed by 11 a.m. Thursday, for Friday through next Thursday play.
- C. The Parks and Recreation Department will prepare fields in accordance with current maintenance standards, league agreements and within budget limitations.
- D. No practice or games will start on ball fields before 9 a.m. on Saturdays and Sundays unless early start-time fees apply or groups are responsible for their own maintenance. All play on county facilities should cease by 11 p.m.